



## Planning

<b>Meeting Name:</b>	<b>DES Workplace Safety Program &amp; Plan Steering Committee kick-off meeting</b>	<b>Dial-In Number:</b>	WebEx: 1-888-729-9685 Attendee access code: 379 011 8
<b>Date and Time:</b>	<b>Wednesday, December 12, 2012 1:00-2:30 PM</b>	<b>Location:</b>	<b>3500 Industrial Blvd, West Sac, 2<sup>nd</sup> Floor, Room 231</b>
<b>Facilitator:</b>	<b>Cindy Garcia / Heidi Rooks</b>	<b>Scribe:</b>	Justin Heeb
<b>Attendees:</b>	<input type="checkbox"/> Heidi Rooks <input type="checkbox"/> Sonia Miller <input type="checkbox"/> Allan Wong <input type="checkbox"/> Gavin Dillon <input type="checkbox"/> Cindy Garcia <input type="checkbox"/> Jennifer Russo <input type="checkbox"/> Petra Lee <input type="checkbox"/> Josh Brown <input type="checkbox"/> Victor Pacheco <input type="checkbox"/> Don Guy <input type="checkbox"/> Tim Smith <input type="checkbox"/> Mike Dempsey <input type="checkbox"/> Ryan Keith <input type="checkbox"/> Jason Kindopp <input type="checkbox"/> Michal Koller <input type="checkbox"/> Justin Heeb		
<b>Absent:</b>	<input type="checkbox"/> <input type="checkbox"/>		

## Meeting Notes / Decisions Made

Topics		Discussion	Decision
1	Introductions		
2	Building DWR's "World Class" Safety Program – Heidi, Cindy & Victor	a. DWR's Safety Steering Group b. DWR's Safety Working Group c. DWR's Early Implementation Subcommittee d. Consultant's Role & Responsibilities e. DES' Workplace Safety Assessments f. DWR's Safety Attributes Report g. DWR's Gap Analysis Report h. DES' implementation Plan Report i. DES' Workplace Safety Program & Plan	
	Questions?	•	
3	Maturity Model Exercise – Victor & Jenifer	a. Maturity Model explanation b. Maturity Model Example	
	Questions?	•	
4	DES' Workplace Safety Program (Program)	Save developing this Program for the new DES Safety Manager.	
	Questions?	•	
5	DES' Safety Project Plan (Plan)	a. Develop project charter b. Develop work team leads & their roles, responsibilities, and	



		<p>safety planning time frames</p> <p>c. Develop core components</p> <ul style="list-style-type: none"><li>a. Job descriptions</li><li>b. Injury and Illness Prevention Plan (IIPP)</li><li>c. Emergency Action plan (EAP)</li><li>d. Fire Prevention plan (FPP)</li><li>e. Heat Illness and Injury Prevention Plan (HIPP)</li><li>f. Ergonomic Awareness Plan</li><li>g. Control of Hazardous Energy Plan (CHEP)</li><li>h. Chemical Hazard Communication plan</li><li>i. Respiratory protection plan</li><li>j. Confined Space Entry Plan</li><li>k. Occupational Exposure Control Plan</li><li>l. Trench and Excavation Plan</li><li>m. Multi-employer worksite plan</li><li>n. fall protection plan</li><li>o. personal protective equipment plan</li><li>p. Assessments of ventilation systems plan</li><li>q. Hearing conservation program and training plan</li><li>r. Radiation Protection plan</li><li>s. Blood Borne Pathogen Exposure Control plan</li><li>t. Asbestos Registration Requirement Plan</li><li>u. Spill Prevention and Countermeasures Plan</li><li>v. Chemical Hygiene Plan</li><li>w. Work over or near Water Plan</li><li>x. Business resumption plan</li></ul>	
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		<ul style="list-style-type: none"> <li>y. Records Retention (including recording near misses) and Reporting</li> <li>z. CPR and AED plan</li> <li>d. Develop a safety suggestion box (physical &amp; email)</li> <li>e. Develop safety bulletin board plan</li> <li>f. Develop a two-way safety communication plan</li> <li>g. Develop a safety inspection and assessment plan</li> <li>h. Develop a risk control and reduction plan</li> <li>i. Develop a mitigation plan to address deficiencies identified through the on-site safety assessments</li> <li>j. Development plan for assessing and correcting noncompliance</li> <li>k. Develop a training, outreach, and education plan</li> <li>l. Develop safety website plan</li> <li>m. Develop contract with facilities for addressing building health and safety issues</li> <li>n. Develop document retention, organization, and storage plan</li> <li>o. Develop annual reporting requirements</li> </ul>	
	Questions?	<ul style="list-style-type: none"> <li>• Missing core components?</li> <li>• ID Safety Consultant Services needed</li> <li>• ID Plan's core component leads</li> <li>•</li> </ul>	
6	Schedule the next meeting		



Action Items

Topic		Actions	Responsibility	Timeline	Status
1					
2					
3					
4					
5					
6					
7					
8					